

## 12.245 PROCESSING OF TRAFFIC TAGS/OUTTs

### **Reference:**

Standards Manual - 82.3.4

### **Procedure:**

#### A. Police Equipment Section (314 Broadway).

1. When Cincinnati Traffic Tag (CTT) and Ohio Uniform Traffic Tag (OUTT) citation books are received at the Equipment Section, an entry will be made in their ledger by a supervisor indicating:
  - a. The date received.
  - b. That the certified list has been received from the manufacturer and is on file.
  - c. The number of books received and their serial numbers.
  - d. The name of the supervisor.
2. When the Equipment Section issues these books to the field units, they will mark the ledger stating the number of books dispensed and the serial numbers of the books.

#### B. Field units.

1. When a field unit requires a supply of CTT/OUTT citation books, they will send two copies of a Requisition (Form 10) to the Equipment Section stating the number of books required. Normally a unit should not maintain more than a month's supply of citation books, with the lower numbered books distributed first, in order.
  - a. Return the original Form 10 to the field unit with the requested number of citation books.
  - b. Retain the duplicate Form 10 for the Equipment Section files.

2. Store the CTT/OUTT citation books for the field unit in a locked cabinet under the control of supervisors only.
  - a. The district/unit receptacle for citations and receipt cards will always be locked with the key under the control of supervisors only.
3. When an officer requires CTT/OUTT citation books, the shift supervisor will issue the requested number of books. The requesting officer will immediately:
  - a. Examine the book for completeness.
  - b. Confirm and note the beginning and ending serial numbers, his badge number, unit of assignment, and sign the receipt card in the front of the book.
  - c. Give the receipt card to the supervisor.
4. The shift supervisor will examine the CTT/OUTT receipt card for completeness and accuracy. He will place his badge number in the lower right-hand corner, showing he has issued the citation book. The supervisor will then give the receipt card to the data entry clerk, who will enter it into the computer.
  - a. Upon completion the data entry clerk will send the receipt card to the Records Unit.
5. When the last CTT/OUTT citation tag in the book has been issued, the officer will hand in the ledger card to the shift supervisor. He will completely fill out the ledger card noting each violation written.
6. All issued citations will be turned in each day at the end of the officer's tour of duty to a supervisor.
7. Each day on the third shift, the OIC will prepare or have prepared a Receipt for Traffic Citation (Form 308). This form will list numerically all citation tags issued by his unit during the preceding 24 hours.

- a. Upon completion of all the information on the Form 308, the officer preparing the report will place his name in the column Prepared by Officer. A supervisor will confirm and sign the column Verified by Supervisor.
- b. Prepare a separate Form 308 for juvenile OUTTs, adult OUTTs (companion cases stapled together) and all CTTs. Process the three Forms 308 in three separate envelopes and mail them to the Records Unit during the next regular mail run.
  - 1) Records Unit will mail the second copy of the Form 308 back to the district after verifying the information on the form.

C. Records Unit.

1. File the OUTT and CTT receipt cards and the CTTs when they are received from the field units. Enter the OUTTs and CTTs into their appropriate computer system.
  - a. File clerks will maintain the CTT affidavit copies in numerical sequence. When the ledger card is received, they will check to make sure that all 25 affidavit copies are on file.
    - 1) Exception: When a warrant is issued and the affidavit copy is removed for this purpose, the clerk will so state on the CTT receipt card, with the date and serial number of the CTT.
  - b. If any affidavit copies are found to be missing, the Records Unit supervisor will advise the affected bureau commander via a Form 17.

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